

CITY OF MILWAUKIE

CLASSIFICATION: HUMAN RESOURCES DIRECTOR

Department: Human Resources

FLSA Status: Exempt

Pay Grade: 32

Union Representation: Non-Represented

CLASSIFICATION SUMMARY:

Plans, directs, and administers all activities related to the management of human resources for the City including activities related to recruitment, classification, compensation, benefits, labor relations, personnel policies and procedures, employee development, and workers compensation. Ensures all Human Resource activities and programs align and support employee diversity, equity and inclusion. This position works under the general supervision of the City Manager. As a member of the Department Director team, has direct input into City policies and procedures and advises the City Manager on related issues. Exercises budget responsibility for the Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

1. Provides leadership through planning, organizing, directing, and supervising all activities of the department to achieve goals within available resources related to classification, compensation, employee benefits, recruitment, labor and employee relations, diversity, equity and inclusion, training, organizational development, personnel policies and procedures and workers compensation.
2. Studies and standardizes procedures to improve efficiency and effectiveness of the operations of the department. Coordinates department activities with other departments and agencies as needed.
3. Plans and organizes workloads and staff assignments; trains, motivates, and evaluates assigned staff; reviews progress. Has authority to hire, evaluate performance and take corrective action as needed.
4. Prepares and administers the department budget based on staffing and resource requirements and program objectives and goals. Monitors the budget to assure compliance with approved budget levels and standards.
5. Develops and implements personnel policies and procedures; makes recommendations regarding personnel issues. Ensures that City policies comply with State, Federal and local laws; keeps current on relevant legislation.
6. Provides training and advise to managers and supervisors in resolving personnel issues. Works with managers and supervisors to draft appropriate documentation.
7. Develops and administers recruitment and selection methods to meet the hiring needs of the City.
8. Develops and maintains the employee classifications and compensation system.
9. Manages the organizational and employee development program including developing and delivering training.
10. Investigates grievances and other claims and develops method to resolve issue. Meets with union representation as appropriate to resolve issues.
11. Serves as the chief negotiator for contract negotiations, oversees the administration of labor contracts, and interprets contracts.
12. Manages and coordinates the employee coaching process.

JOB Title[Type here]

13. Oversees the recognition and wellness programs.
14. Develops and maintains systems that provide for proper documentation, evaluation, and control of personnel records.
15. Oversees the benefits and workers' compensation programs. Makes recommendations for new and modified programs.
16. Maintains positive public relations with customers and is responsive to customer needs.
17. Develops safe work habits and contributes to the safety of self, co-workers, and the general public.
18. Performs other duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Management and supervisory practices and principles.
- Fiscal management, including budget preparation, expenditure control and record keeping.
- Practices, principles, and procedures of human resources management including labor relations, classification, compensation benefits administration, and DEI (Diversity, Equity and Inclusion).
- Federal and State employment related law.

Skills and Abilities to:

- Resolve conflict.
- Supervise and motivate staff.
- Interpret and apply Federal and State laws and regulations.
- Research and analyze employee relations issues, identify possible solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Analyze needs of organization and develop methods to standardize practices throughout organization that meet those needs.
- Work collaboratively with managers, employees and unions.
- Interpret and apply contract language.

Required Education, Training and Experience

(Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

- Bachelor's degree from an accredited college or university with a degree in human resources, industrial and labor relations, public administration.
- Five (5) years of progressively responsible related experience including two (2) years of supervisory experience.

Licensing/Special Requirements:

- Possession of a valid driver's license or an acceptable alternative method of transportation which allows the incumbent to perform the duties of the position.
- Must be able to pass the department's security clearance standards including review of driving record.
- Certification(s) from professional Human Resource organizations.

SUPPLEMENTAL INFORMATION:

Tools and Equipment Used:

- Computer, printer, and copy machines; computer software including MS based word-processing, spreadsheet, and data base, and telephones.

Supervision:

- This position has full scope of supervisory responsibility over assigned staff.
- Operates under the general direction and supervision of the City Manager.

Working Conditions:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.)

- Work is performed mostly in office setting.
- Evening meetings are required.
- Responds any hours to emergency situations.

The job classification description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Classification History:

Drafted: 06/01/01

Adopted: 07/01/01

Revised: 11/30/04; 8/2021 (new format and minor edits)